**Sample Media Advisory** ([sample](https://va250.org/2024/06/27/va250-leads-statewide-bell-ringing-ceremony/))

[Insert your organization's letterhead]

FOR IMMEDIATE RELEASE

Contact: [your name]   
[Title]   
[Phone number]   
[Email address]

**[Event Name]**

WHAT: [what is the event?]

WHEN: [date]

WHERE: [location]

[Include a brief overview of your organization or committee.]

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